

# Add / Delete a Vehicle

**Overview:** The service administrator and users approved by the administrator are the only people that add or delete a vehicle to their service.

## Steps to Add / Delete a Vehicle

NOTE: Please refer to the “**MTLS Online System User Manual**” for more detailed instructions on navigating in the system.

### Step 1.

Log into the system: <https://services.dps.ohio.gov/EMSMTLS>

### Step 2.

- From the system home page, hover over the “Action” area in the “Active / Pending Service Applications(s)” area of the service license you add or delete a vehicle. A pop-up will appear. Click on “Update”.
- You must accept and agree to the “Update Service Application Requirements” before proceeding.

### Step 3.

- Click the vehicle tab.

### Step 4. Deleting a vehicle

- Hover over the “Action” area of the vehicle you want to delete then select “Delete”. A pop-up confirming the deletion will appear. Select “OK” or “Cancel” to delete or keep the vehicle listed.

- Click on “Save and Continue”. This will complete the deletion of the vehicle process.
- Please remove the decal from the vehicle and return it to the Division of EMS.

### **Step 5. Adding a Vehicle**

- Click on “Add Vehicle”
- Add the vehicle information where indicated then select “Save”. Repeat this process to add additional vehicles
- Click on “Save and Continue”
- Click on the “Confirmation” tab. Review that the vehicle information you provided is correct.
- Check the box at the bottom of the confirmation tab and click “Save and Continue” to make a payment.
- From the “Invoice” tab, confirm the fees are correct, and click “Proceed to Payment”. Invoice must be paid by either credit /debit card or bank account (e-check).
  - Once payment is confirmed and information is received by the Division of EMS, an inspector will be in touch in the future to schedule your inspection(s).